



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055.

Position:

Research Program Specialist I

Position #:

917-191-5742-001

Salary Range:

\$5,053 - \$6,325

Issue Date:

September 10, 2015

Contact:

Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:

Board of State and Community
Corrections
2590 Venture Oaks Way
Sacramento, CA 95833

Final Filing Date:

September 23, 2015

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State
Application and Resume to:**

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
2590 Venture Oaks Way
Sacramento, CA 95833

Please write "917-191-5742-001" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under general direction of the Deputy Director, Facility Standards and Operations Division, this position serves as a research program specialist for federal grant funded programs. This position requires high-level writing and analytical skills, accuracy, and completed staff work including working independently at times and meeting timelines/deadlines. This position works in conjunction with Field Representatives to conduct planning, administrative, and analytical functions for federal funded activities to improve offender outcomes, reduce recidivism, maximize resources, reduce justice system costs, and enhance public safety through effective evidence-based/promising practices and strategies. Experience in the criminal and juvenile justice system is helpful, however not required. High-level knowledge and use of Microsoft Excel required; tasks may also include knowledge and use of Visio, Access and PowerPoint.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- **Research and Local Evaluation of Federal Funded Grant Programs** - Assist in the creation of program-wide and project-specific outcome and output measures for the federally-funded grant projects, including the development of a draft progress and evaluation reports. Prepare subgrantee training materials and provide training and technical assistance to grantees regarding data collection and local evaluation outcomes. Identify database needs for performance outcome monitoring. Prepare and present recommendations to program leads relating to local grant project data reporting and technical assistance needs. Serve as a resource on planning, organizing, interpreting, and disseminating research and statistical information to division staff. Design, develop, and document methodologies for responding to federally mandated reporting requirements. Prepare draft written materials/reports for the BSCC, state legislature, grantees, and stakeholders on outcomes for federally-funded activities. Present data and evaluation-related knowledge, findings, and recommendations to a variety of internal and external stakeholders.
- **Grant Program Functions** - Act as a principle point of contact for all federal data compilation and evaluation efforts. Participate in grant program planning and development activities, including local program evaluation and data collection. Provide assistance and consultation to local data collection staff and project evaluators. Review, interpret and analyze data from federally-funded grantee progress reports and local project evaluations, and provide interpretation to lead staff and/or management. Identify points of comparison between projects and make recommendations for data correlation and/or contrast. Evaluate performance measurement tools, resource materials, and techniques to evaluate program performance. Develop and maintain documentation for data dictionaries, data

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quality issues, and data maintenance. Attend and participate in Project Director Meetings and various data workgroups, as needed or requested. Work with project leads and project staff on federal data collection databases such the OJJDP DC-TAT system and BJA PMT system.

- **Other Related Assignments** - Develop an understanding of cost-effective, promising, and evidence-based strategies in managing criminal and juvenile justice. Perform technical research and statistical work for BSCC criminal and juvenile justice grants and aggregate information, as needed. Assist in legislative analysis to determine potential impact of proposed legislation on correctional programs and/or research and data mandates of the agency. Participate in special projects related to data collection and reporting, evidence-based practices, and evaluation accountability as well as workgroups related to criminal and juvenile justice data issues. Explore and summarize relevant evidence-based strategies and/or promising practices used in the criminal and juvenile justice systems at state, national, and global levels. Research and use state and national data trends to assist in divisional grant work. Establish lists of data sources from state, federal and national entities for evidence-based practices, strategies, and promising practices.